

FOOTHILL TRANSIT

MINUTES

The regular meeting of the Foothill Transit Executive Board was held on Friday, July 30, 2010, at the Foothill Transit Conference Room, 100 South Vincent Avenue, 2nd Floor, West Covina.

Chairman Chandler called the meeting to order at 8:00 a.m. The following members were present, constituting a quorum of the Executive Board:

Roger Chandler, Chairman
Carol Herrera, Vice Chair
Peggy Delach
Paula Lantz
Pat Wallach

Pledge of Allegiance

Kevin McDonald, Deputy Executive Director, led the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JUNE 25, 2010 AND SPECIAL EXECUTIVE BOARD-STUDY SESSION OF JUNE 25, 2010

The minutes for the regular meeting of June 25, 2010, and special Executive Board Study Session of June 25, 2010, were approved as submitted.

Motion: Member Lantz, seconded by Member Delach
Vote: Unanimously carried

PRESENTATIONS:

5.1. Presentation to Michael De La Torre

Doran Barnes, Executive Director, on behalf of the Executive Board, presented former Executive Board Chair Michael De La Torre with a framed certificate. Mr. De La Torre was credited for being the longest serving member of the Executive Board (dating back to 1993), providing valuable time and support to Foothill Transit, and leading the Board through tough financial times.

5.2. Contractors' Employee Recognition

Lawena Carter, General Manager, MV Transportation, recognized the following employees:

- Martin Camarata, MV Transportation Operator of the Month, who has served as an operator for Foothill Transit for 19 years. He has scored 15 perfect ride checks, has a driving record of zero accidents in 10 years, and has instructed fellow operators on the new Zonar System.

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- Ruby Vargas, MV Transportation Employee of the Quarter, who has provided exemplary service as a Parts Room Clerk for three years.

Peter Greenberg, General Manager, First Transit, recognized the following employees:

- Efren Rascon, First Transit Operator of the Month, who served at the Arcadia location prior to service at the Pomona location, totaling eight years of service. He has received several awards, including an Exemplary Service Award and a Customer Service award.
- Edgar Macario, First Transit Employee of the Quarter, for his service as Purchasing Manager, keeping costs down and ensuring that First Transit receives the finest components for its coaches.

Doran Barnes deferred Employee Recognition Award to Sharlane Bailey to the August 27, 2010, meeting.

5.3. Telling Our Story

Linda Apodaca, Community Outreach & Special Events Coordinator, presented a new video installment of Foothill Transit's "Telling Our Story" series.

Chair Chandler recognized Kevin Ooms of Veolia Transportation. Mr. Ooms thanked the Executive Board for its support.

PUBLIC COMMENT

Mary Griffieth addressed the Executive Board.

CONSENT CALENDAR:

Consent Calendar, Item No. 7 was deferred to the August 27, 2010, meeting.

The Executive Board adopted the Consent Calendar items 8-13.

Motion: Member Lantz, seconded by Member Wallach

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

REGULAR AGENDA:

GOLD LINE EASTSIDE TRANSIT CORRIDOR PHASE 2 ALIGNMENT ALTERNATIVES

LaShawn Gillespie, Director of Planning, reported that while construction will soon begin on the Metro Gold Line Phase 2 Foothill Extension, plans are already underway for expansion and enhancements to the Gold Line Eastside Transit Corridor network.

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Metro's eastside extension currently terminates just east of the East Los Angeles Civic Center at Atlantic Boulevard. Metro has completed the Alternatives Analysis (AA) study that evaluates potential alternatives for the second phase of the Metro Gold Line Eastside Extension and has narrowed down the alternatives to two. The goal of the Gold Line Eastside Corridor project is to improve mobility in the corridor by connecting to communities further east of Los Angeles. There are two light rail alternatives for consideration, but the one which would be the most beneficial for Foothill Transit customers in the San Gabriel Valley is the State Route 60 (SR-60) alignment.

Councilmember Joseph Gonzales, South El Monte, representative for the SR-60 Coalition, presented on the SR-60 alignment, and reported the following:

- The SR-60 Coalition was formed in 2007 by cities that are affected by the project, which include El Monte, South El Monte, Monterey Park, Whittier, Commerce, Downey, and others.
- The proposed SR-60 alignment would travel south of SR-60 with station stops at Santa Anita Avenue and Peck Road. The SR-60 LRT (Light Rail Transit) will have minimal impact to streets; it would not utilize an existing track, but will be an elevated stand-alone track.
- An Environmental Impact Statement/Environment Impact Report (EIS/EIR) is slated for completion by May-August 2011. A final decision will be forthcoming from Metro in September-December 2011.
- The project will cost \$1.8 million and travel time for the line will be 12.5 minutes.
- Five of six coalition cities have their own transportation line and will work in conjunction with the SR-60 LRT.
- The line will have connectivity to schools including Rio Hondo Community College, Cal-Poly Pomona and East LA College, as well as recreational areas, i.e. Whittier Narrows and the upcoming Los Angeles Stadium.
- The SR-60 LRT has high-level support from community stakeholders and elected officials. Strong supporters of the project include Supervisor Antonovich, Assemblyman Mike Eng, Mayor John Fasana, Congresswoman Judy Chu and State Senator Ed Hernandez.

The Executive Board adopted a position in support of the State Route 60 (SR-60) alignment of the Metro Gold Line Eastside Corridor Phase 2 alternatives.

Motion: Vice Chair Herrera, seconded by Member Lantz

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

FOOTHILL TRANSIT ECOLINER UPDATE

Vicky Vargas, Operations Manager, reported the following:

- In early July 2010, Proterra had a team of engineers on-site at the Pomona division to finalize acceptance on Ecoliner Bus #2002. Proterra was accompanied by a group of installers from Seifert Graphics, who installed the wrap and decals on the bus.
- Foothill Transit Ecoliner Technical Team members are currently in search of an academic institution or research laboratory to partner with for Ecoliner data collection and subsequent analysis. Data collection will begin shortly after the Ecoliner enters regular revenue service in September 2010. Study results will yield critical information including cost/benefit analyses and efficiency of the Ecoliner's zero emission bus technology.
- Foothill Transit Ecoliner Technical Team met with two representatives from Link Transit who are interested in the Ecoliner project. The group rode the Ecoliner around Pomona and to the Pomona Transit Center, where the charging station will be located. Link Transit will launch an electric replica trolley into revenue service later this year.
- "Save The Date" cards were sent to government leaders and businessmen inviting them to the September 3, 2010, Ecoliner fleet inauguration ceremony in Pomona.
- Ecoliner Bus #2003 will be delivered to Foothill Transit in August 2010.

The Executive Board received and filed the Foothill Transit Ecoliner update.

Motion: Member Delach, seconded by Vice Chair Herrera

Vote: Unanimously carried

[\(See Supporting Document\)](#)

FTA EMS IMPLEMENTATION PROGRAM PARTICIPATION

Roland Cordero, Director of Facilities, reported that on June 18, 2010, FTA Administrator Peter Rogoff issued a letter inviting state and local transit agencies to apply for the Environmental Management Services (EMS) training and assistance program. An agency's EMS serves as a tool for improving environmental performance through the formulation of an environmental policy, the identification of the agency's immediate and long-term environmental impacts, and subsequently, the recognition of environmental objectives and targets.

Benefits in participating in the program can result in increased efficiency and potential savings in costs, promoting public perception of the organization, and would provide a final policy statement that will document Foothill Transit's commitment to the environment. Throughout the two-year implementation program, the Federal Transit Administration (FTA)

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will partner with Virginia Polytechnic Institute and State University (Virginia Tech) to help selected agencies develop and implement an EMS, using the International Organization for Standardization (ISO) 14001 standards. FTA will provide assistance in the form of training workshops, on-site technical visits, electronic materials and resources, and consultation. The trainings will not impact Foothill Transit's budget, however, Foothill Transit would be responsible for any travel and accommodation costs for workshop participation in Virginia. The Executive Board approved Foothill Transit's participation in the Federal Transit Authority (FTA) EMS Assistance program, if selected.

Motion: Member Delach, seconded by Member Wallach

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

TRANSIT ACCESS PASS (TAP) CRITICAL ITEMS UPDATE

Richard Hasenohrl, Director of Finance, reported that at the May 28, 2010, Executive Board Meeting, the Board directed staff to monitor a list of critical issues regarding the Transit Access Pass (TAP) system, and to report monthly on the status of each issue. This is the second report. The items were classified into four categories:

1. Equipment/Maintenance/Reports
 - *Reconcile Farebox Revenue to NextFare System:* Item remains open.
 - *Security:* Item is closed.
 - *Hummingbird Interface:* Item remains open.
2. System Modifications
 - *Agency Separation:* Item remains open.
 - *Handheld Validators (HHVs):* Item remains open.
 - *Farebox Stalls:* Item is closed.
3. Regional Business Rules
 - *Update/Change/Modify:* Item remains open.
 - *Notification of Software Configuration Changes:* Item remains open.
4. Fare Media.
 - *Electronic TAP Transfers:* Item remains open.
 - *Proof of Payment:* Item remains open.

Ms. Paula Faust, LA Metro, reported on the following:

- During the month of June, TAP Operations staff implemented fare table changes successfully in time for the July 1, 2010, deadline.
- Progress is being made on the open items by discussing possible solutions with Cubic Transportation. These solutions will be reported at a later date to the Executive Board.
- TAP Operations staff is making modifications to the HHV units and will be ready for field testing in August 2010.

- LA Metro is meeting with the FTA to discuss limited-use *SMARTCard* and interline transfers and the reinstatement of rear-use boarding, to address Fare Media, Proof of Payment.

The Executive Board received and filed the Transit Access Pass Critical Items update.

Motion: Member Lantz, seconded by Member Delach

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

OVER-THE-ROAD COACH SURVEY RESULTS

This item was deferred to the August 27, 2010, Executive Board meeting.

[\(See Supporting Documents\)](#)

PERFORMANCE INDICATORS REPORT – FISCAL YEAR 2010

LaShawn Gillespie, Director of Planning, reported on the Performance Indicators Report for Fiscal Year 2010.

The performance indicators report provides an analysis of Foothill Transit's nine key indicators on a month-to-month basis. Data is collected from a variety of sources such as the fareboxes on buses, contractor reported data, and financial performance data.

The report provided the following performance indicators:

- **Boardings** – Overall boardings recorded by the farebox for June-10 was 1,175,308. This is 1.9% below June-09 ridership. For the fiscal year Foothill Transit recorded 14.4 million boardings. This represents a decrease of 2.8% from FY 2009 ridership levels.
- **Fare Revenue** – Total fare revenue for June-10 was \$1,528,379, resulting in an average fare of \$1.30 per boarding. This is well above June-09 revenue levels. FY 2010 revenues of \$16.5 million are approximately 1.7% lower than the previous fiscal year.
- **Operating Expenses** – Total operating expenses for June-10 were \$4,583,547 resulting in an average cost per service hour of \$73.61. June-10 operating expense was 16.7% lower than the June 2009 figures. The Fiscal Year 2010 operating expenses were \$62.5 million, which is below the performance target and represents an overall decrease of 5% from FY-09.
- **Accidents** – There were five preventable accidents in June-10 for an average of 0.42 accidents per 100,000 miles for the month. In FY 2010, Foothill Transit recorded 0.46 accidents per 100,000 miles. This is a 2% improvement from the previous fiscal year.

- **Customer Complaints** – Foothill Transit recorded 6.0 complaints per 100,000 boardings for June-10, which is 30% below June-09 levels. Complaints for the Fiscal Year were also 6.0 per 100,000 boardings, well under the performance target.
- **Schedule Adherence** – This month, 853.7% of all trips surveyed were on-time. This is a decrease of 3% when compared to June-09. Foothill Transit averaged an 86.7% for on-time performance in FY-10, just below the Fiscal Year target of 90%.

The Executive Board received and filed the Fiscal Year 2010 Performance Indicators Report.

Motion: Vice Chair Herrera, seconded by Member Lantz
Vote: Unanimously carried
[\(See Supporting Document\)](#)

TRANSIT STORE FISCAL YEAR 2010 REPORT

Araceli Lopez, Transit Store Operations Manager, gave the following report:

- **Sales** – Sales of the 4th Quarter of FY-10 totaled \$1,559,340, a slight drop of less than 1% from the \$1,563,952 in sales during the 4th Quarter of FY-09. Sales for FY-10 totaled \$6.3 million compared to \$6.2 million during FY-09. The strongest sales were via the WebSales TAP Service Center, where they almost doubled from \$126,807, to \$240,023.
- **Phone Activity** – During the 4th Quarter of FY-10 a total of 65,857 phone calls came through the 1-800 customer service line. During the month of June 2010, Foothill Transit experienced a higher volume of calls, which could be attributed to the recent fare increase, as well as the recent service changes. There has been significant improvement in terms of calls handled when compared to the previous quarter. In an effort to improve the calls answered specifically on weekends, staff schedules have been adjusted to provide additional coverage at the Puente Hills Store.
- **Walk-In Traffic** – Total walk-in traffic recorded for all Stores this quarter was 184,617, an increase of approximately 52%, when compared to the same period in FY-09, which totaled 89,095. This more accurate data is attributed to the upgrades made last year to the people counter system for all five Stores.

The Executive Board received and filed the Foothill Transit Store Fiscal Year 2010 Report.

Motion: Member Wallach, seconded by Member Delach
Vote: Unanimously carried
[\(See Supporting Document\)](#)

CONTRACT AWARD – SOLAR POWER SYSTEMS

Gary Nehls, Director of Procurement, reported that at the February 2009 Executive Board meeting, the Executive Board authorized the Executive Director to issue an Invitation for Bids (IFB) for the installation of solar power systems at both the Pomona and Arcadia Operations and Maintenance facilities. The IFB was advertised in January 2010, and four bids were received by April 2010.

Since funding was provided by American Recovery and Reinvestment Act of 2009 (ARRA) for this contract, the FTA's Buy America requirements apply to the procurement. Neither the lowest bidder nor the second lowest bidder certified compliance with the applicable Buy America requirements, which left the next bidder, Earl Corporation, eligible. Earl Corporation, based in Irwindale, CA, specializes in all phases of design and construction, and has been in business since 1932. They have completed projects for the City of Walnut, the El Monte School District, MSAC Community College, Pasadena Federal Savings & Loan Association, The Huntington Library & Botanical Gardens, and many others. Mr. Nehls introduced Ben Earl, President of Earl Corporation, who was in attendance.

An average monthly cost savings of \$2,091 at Foothill Transit's Pomona facility and \$4,182 at the Arcadia facility will be realized from the installation of the solar panels. In addition, Foothill Transit will receive financial incentives from Southern California Edison paid over five years for a combined total of \$630,877 for both facilities.

The Executive Board authorized the Executive Director to negotiate final terms and conditions and execute a contract in the amount of Two Million Five Hundred Twenty Five Thousand Three Hundred and Seventy Dollars (\$2,525,370) with Earl Corporation for the installation of solar power systems at Foothill Transit's Pomona and Arcadia operations and maintenance facilities.

Motion: Member Lantz, seconded by Chair Chandler

Vote: Unanimously carried

[\(See Supporting Document\)](#)

PILOT PROGRAM WITH PASADENA COMMUNITY COLLEGE

Linda Somilleda, Director of Marketing & Communication, reported that the success of the Go RIO program originating from Rio Hondo College has led to discussions with other college and university campus personnel regarding development of similar programs at their institutions. Members of the administrative team have been in discussion with administration and student body representatives at Pasadena City College (PCC) and with City of Pasadena staff to implement a similar pilot program.

The program will be structured similarly to the Go RIO program, and will involve the following:

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- PCC will annually pay Foothill Transit an amount equivalent to the cost of student passes for all full-time students who currently use the service.
- The college will conduct marketing campaigns to educate students on the advantages of public transportation.
- Routes and bus stops will be monitored and modified where possible to ensure convenient access for students and campus personnel.
- The college will conduct surveys to measure changes in ridership and to develop recommendations for improving bus service.
- At the end of a two-year pilot program, students hold an election to consider a self-assessment of a transportation fee, or the institution otherwise funds the program.

The annual cost of the pilot program, fully subsidized by PCC, will include bus passes for all full-time students, marketing materials, and administrative costs. Details of the program and the Memorandum of Understanding (MOU) are currently being finalized. This pilot program will not negatively impact Foothill Transit's operating budget. The college will reimburse Foothill Transit based upon an agreed-upon rate that would equate to the revenue generated by the approximate number of current full-time student riders.

The Executive Board authorized the implementation of a pilot program with Pasadena City College (PCC) to encourage increased student ridership.

Motion: Member Delach, seconded by Member Lantz

Vote: Unanimously carried

[\(See Supporting Document\)](#)

EXECUTIVE DIRECTOR COMMENT

Mr. Barnes reported the following:

- Referencing Item No. 12 (Special Services) of today's meeting, Mr. Barnes was pleased to announce that Foothill Transit, in compliance with FTA regulations, will continue to provide charter services to the Rose Bowl and other special events for the next five years. The next event scheduled for service will be on August 7, 2010.
- The window replacement project for Foothill Transit's Executive Office building has been completed.
- The Ecoliner project and unveiling ceremony are moving forward smoothly.

BOARD MEMBER COMMENT

Chair Chandler reported he attended the American Public Transportation Association (APTA) Conference in Eugene, Oregon, along with Vice Chair Herrera and Governing Board Member Doug Tessitor. Doran Barnes was a guest speaker at the event, and Foothill Transit was held in high esteem by their peers.

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Vice Chair Herrera added that it was her first APTA Conference where she volunteered to join a few committees and was appointed Representative for the ADA Committee.

ADJOURNMENT

There being no further business, the Executive Board adjourned at 9:24 a.m.

Staff and guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Darold Pieper, General Counsel
LaShawn Gillespie, Director of Planning
Linda Apodaca, Community Outreach & Special Events Coordinator
Gary Nehls, Director of Procurement
Richard Hasenohrl, Director of Finance
Vicky Vargas, Operations Manager
Linda Somilleda, Director of Marketing & Communications
Roland Cordero, Director of Facilities
Araceli Lopez, Transit Store Operations Manager
Peter Greenberg, General Manager
Lawena Carter, General Manager
George Karbowski, Director of Operations & Maintenance
Michael De La Torre, former Executive Board Chair, Governing Board member
Joseph Gonzales, Mayor Pro Tem, South El Monte
Paula Faust, LA Metro
Ben Earl, Earl Corporation
Kevin Ooms, Veolia Transportation
Andrew Sevrin, Commission Services